

Course Title: Intermediate MS Access

Date: June 20, 2007

Time: 0830-1530

Location: LRC Computer Lab

Course Description

As you begin this course, you should have the basic skills you need to design and create relational databases with Access. At this point, you're about knee-deep in Access. You're able to get started and work through many of the essential and straightforward tasks related to your work. You might be hopeful that no one will ever ask for anything too complicated! This course takes you to the next step. By the end of it, you'll be "waist-deep" and more fully able to put the power of database computing to work for you. You will have a handle on many intermediate-level skills, particularly those related to creating more complex queries, customizing your forms and reports, and broadening the availability of your data.

Upon successful completion of this course, students should be able to:

- Share data with other applications and enforce referential integrity.
- Modify the design of a table to streamline data entry and maintain data integrity.
- use a filter to show you records in a datasheet or a form that match whatever conditions you specify, and you will generate different query results by creating different types of joins between tables.
- Create select queries that display special records and you will design other types of queries, including parameter and action queries.
- Create forms and change their designs to enhance the appearance and usability of a form and to make your form more professional.
- Create reports and change their designs to better organize and summarize information and to improve the appearance by enhancing data layout and working with report pagination.
- Create and work with data access pages.

Eligibility: This course targets persons who use Access XP as a tool for getting their work done. Your responsibilities might include creating and/or revising the design of tables, queries, forms, reports, and data access pages. This course also serves as a prerequisite for persons interested in learning more advanced skills and features.

Prerequisites: Students enrolling in this course should have a basic level of understanding of the Access XP interface and should have experience designing tables, simple queries, forms, and reports. To ensure your success, we recommend you first take Introduction to Windows XP and Access XP or have equivalent knowledge.

Nominations: Complete the On-Site Course Nomination Form (<http://www.uhuhs.mil/chr/Nomination.doc>) and send to tspriggs@usuhs.mil, no later than June 13, 2007. Class size is limited. Registrations will be accepted on a first-come first serve basis.

For further information: Contact Cory Edwards or Theresa Spriggs at (301) 295-3082.

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Course Content

Lesson 1: Managing a Database and Data

- Topic 1A: Import Data
- Topic 1B: Maintain Record Integrity
- Topic 1C: Exporting Data
- Topic 1D: Documenting Table Relationships

Lesson 2: Controlling Data Entry

- Topic 2A: Make Data Entry More Accurate
- Topic 2B: Make Data Entry More Efficient
- Topic 2C: Facilitate Data Entry

Lesson 3: Finding and Joining Data

- Topic 3A: Find Data with Filters
- Topic 3B: Get the Correct Data with Query Joins
- Topic 3C: Building Bridges between the Data
- Topic 3D: Relating Data within a Table

Lesson 4: Creating Flexible Queries

- Topic 4A: Summarizing Data with Queries
- Topic 4B: Enter Criteria on the Fly
- Topic 4C: Maintain Data with Queries

Lesson 5: Improving Your Forms

- Topic 5A: Enhance the Appearance of a Form
- Topic 5B: Enhance the Usability of a Form
- Topic 5C: Make Your Forms More Professional
- Topic 5D: Display Form Data from Multiple Tables

Lesson 6: Customizing Your Reports

- Topic 6A: Organize Report Information
- Topic 6B: Enhancing Data Layout
- Topic 6C: Working with Report Pagination
- Topic 6D: Summarizing Information
- Topic 6E: Add a Sub-report to an Existing Report
- Topic 6F: Creating Mailing Labels

Lesson 7: Making Your Data Available on the Web

- Topic 7A: Create a Data Access Page
- Topic 7B: Improving the Look of a Data Access Page
- Topic 7C: Editing Data Using a Data Access Page
- Topic 7D: Group Records in a Data Access Page